WELCOME TO THE IOWA DEPARTMENT OF TRANSPORTATION!

As with any new job, you need to complete several "new hire" forms. Instead of having you complete these forms on paper, the Iowa Department of Transportation (IDOT) uses an **Onboarding** process in **Workday**. Getting set up in **Workday** and then completing the tasks in the **onboarding** process prior to your first day of employment with the IDOT is vital for you to get paid, set up your direct deposit information, request time off and view your payslips. A checklist of the tasks that need to be completed (items in **blue** are direct links to existing job aids to help you) and detailed steps to completing those steps are below.

WORKDAY CHECKLIST

1. Complete Initial Sign-In to the Iowa DOT Workday Site
   a. Use the **Username** and **Password** found in the emails sent to your home email address
   b. Change password

2. Watch Welcome Video (found in the Workday Home Page Welcome Announcement)

3. Complete Onboarding Inbox items
   a. Enter Contact Information
   b. [Enter Personal Information](#)
   c. Change Emergency Contacts
   d. [Manage Payment Elections](#)
   e. [Complete Federal Withholding Elections](#)
   f. [Complete State and Local Withholding Elections](#)
   g. Change Veterans Status Identification

4. Review documents
   a. State of Iowa Handbook - eSign
   b. Work Rules - eSign
   c. Hiring Process Questionnaire
   d. IPERS Beneficiary Designation Form
   e. Medical Emergency Fillable Form
   f. Drug and Alcohol Policy (if applicable)

HELPFUL HINTS FOR COMPLETING YOUR ONBOARDING

- If you receive an error message [⊘ 1 Error] while completing these forms, click on the **red** error box and read the description. After reading, click the **X** in the upper right corner of the box to close it. Make the necessary changes in the fields. If you need help, contact your manager.

  Error
  1. Address Line 1
 The field Address Line 1 is required and must have a value.
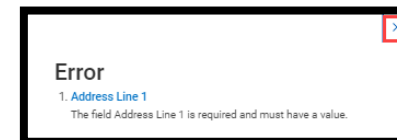
- Edit Icon ✏️

- Save Icon ✓

- Should you ever get confused and not sure where you are in completing tasks, just click on the **Inbox** icon 📥 to find the list of tasks still needing your attention.

Let's get started!

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## INITIAL SIGN IN TO THE IDOT WORKDAY SITE

1. Two initial emails will be sent to your home email address with your Workday Username and Password

2. To log into the Workday system, click on a **blue** URL in the body of **your** email message (either for **Username** or **Temporary Password**)
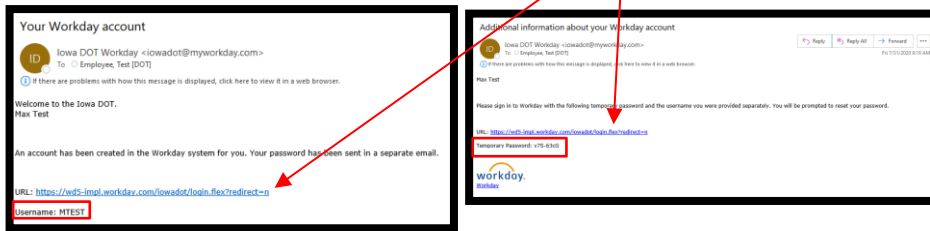

3. Enter the **Username** and **Password** from the emails
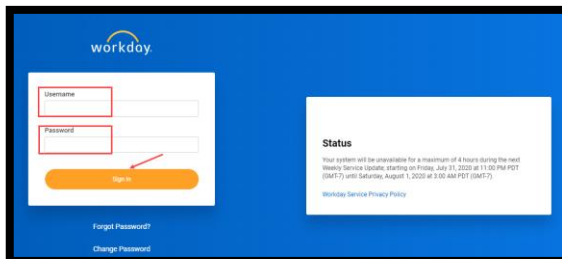
4. Click the orange **Sign in** button

5. Follow the instructions to change your password
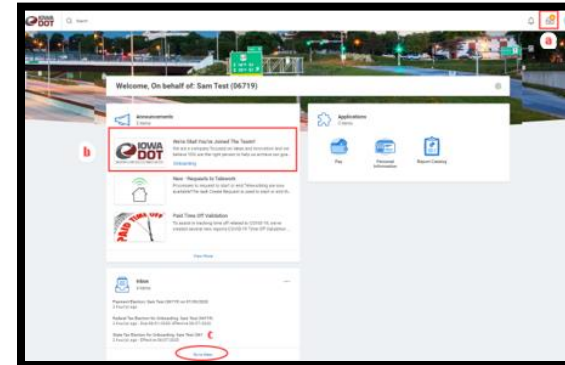
6. Workday allows you to access your tasks in multiple ways

    a. An inbox icon in the upper right-hand side of the Workday Home Page indicates that you have a task to complete

    b. An **Announcement** welcoming you to the IDOT will take you to a Welcome video (click on the **Announcement** and then on ▶) and directly to your **Onboarding Dashboard** (click Onboarding)
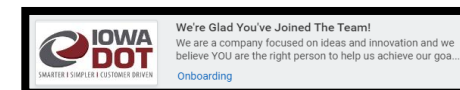
Your **Onboarding Dashboard** shows **Your Progress** in completing tasks as well as **Helpful Contacts** and **People to Meet**
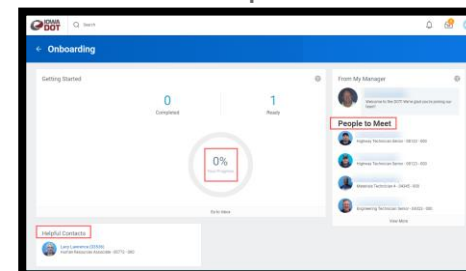
c. A **Go to Inbox** notice in the lower part of the Home Page also indicates that you have an item in your Inbox that needs your attention

7. Read the information in **ORANGE** at the top of the page for assistance in completing the fields

8. Complete the **Enter Contact Information** sections by clicking on the **Add** button on each section and filling out the information (✱ = required field)

Notes:

- **County** is a required field (even though it isn't marked ✱).

- As mentioned in the **ORANGE** comments at the top of the page, type in the 2-digit **County code** and the **County name.** For assistance in finding the County code number, click the

link **here** - found in the **ORANGE** comments.

- If your address is outside of Iowa, enter **oo** for the **County code** and **No County** as the **County name**.

9. Once the **Primary Address** fields are complete, click the ✓ button to **Save Primary Address**

10. Scroll down the page and complete remaining sections using the **Add** button or the **Edit** icon ✏ to expand the section and the **Save** icon ✓ once you complete all information in a section to **Save**

📢 **Important: If** you get an error when entering your phone number, change the phone number type (i.e., landline to mobile or vice versa). Click outside the Phone section and then click back into the Phone section and switch the phone number type back to the correct one. You will be able to continue with your Onboarding. (Workday glitch we are trying to fix.)
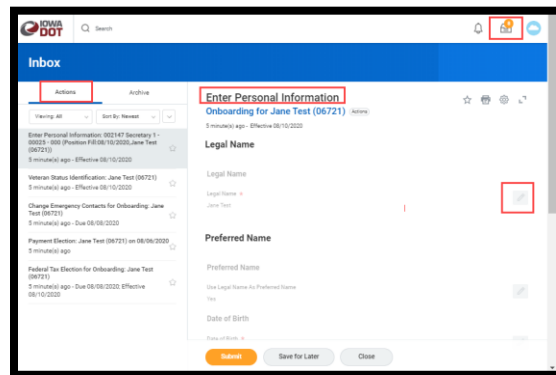
11. After completing all necessary fields, click **Submit**

📝 **Note:** Do **NOT** click the **Save for Later** button as that will cause errors in your Onboarding process.

12. Click **Refresh** in your inbox
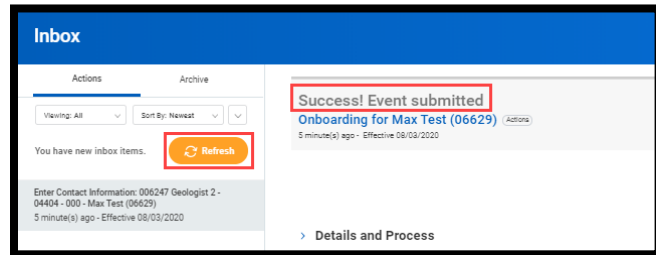
13. Additional onboarding tasks are now waiting for your action

Note: If you click the **Inbox** icon at the top of the page, the completed task is removed from the **Inbox Actions** column.
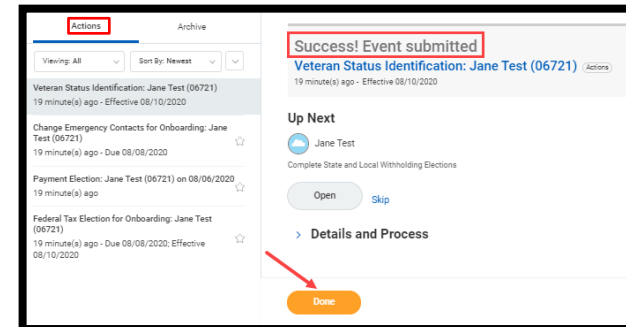

**14.** Click on the next task under **Actions** and complete the information

   a. Click the _____ button in each section to enter information or edit fields (some fields are autofilled)

   b. * = Required field

   c. Click the ✓ button to **Save** the information

15. Click **Submit** each time you complete all information in a task

16. When you successfully complete a task, click **Done**

17. When you complete the **Payment Election** task and click **Submit** another **Manage Payment Elections** screen will appear. This allows you to add bank accounts and indicate how you would like your paycheck divided. Please see the job aid, **Update your payment elections (direct deposit, etc)** if you need specific instructions on how to complete this section. Once you have entered all bank information, click **Submit**
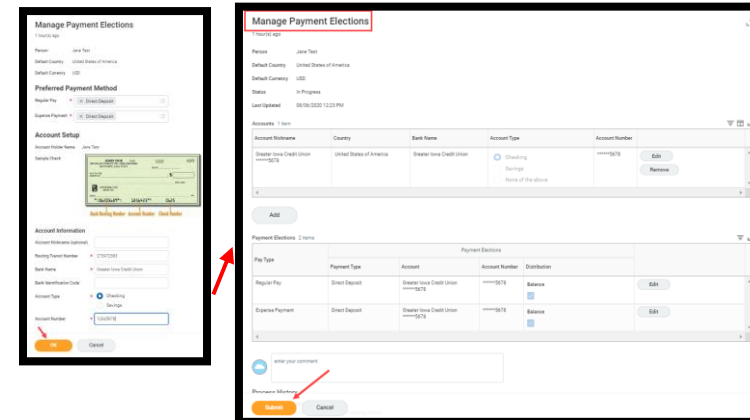
18. Federal Tax Election for Onboarding gives you the option to view a blank W-4 form. Click **View Blank Form** to download the W-4

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Note: The w-4 will not appear immediately. The screen will display:

19. Click **Notify Me Later**

20. Click on the **Notification** bell at the top of your screen

21. When ready, you will see **Document Available**

22. Click on the **blue** Tax_Election_Form

23. After reviewing the form, click anywhere outside the document to close the form

24. Click the **Inbox** icon to return to the **Complete Federal Withholding Elections** screen

Note: Scroll to the bottom of the screen and click the **I Agree** box as it is a **required** field

25. The **Complete State and Local Withholding Elections** is autofilled. You will not need to fill in any fields. Just click the **OK** button.


26. Another screen, **Complete State and Local Withholding Elections**, will automatically display. You can **View Blank Form** and job aid (same processes as outlined in the **Complete Federal Withholding Elections)** or just complete the form. Remember to scroll to the bottom and click the **I Agree** box

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27. After you click [Submit] and [Done], a notice to watch your email for information regarding your **Election of Benefits** appears
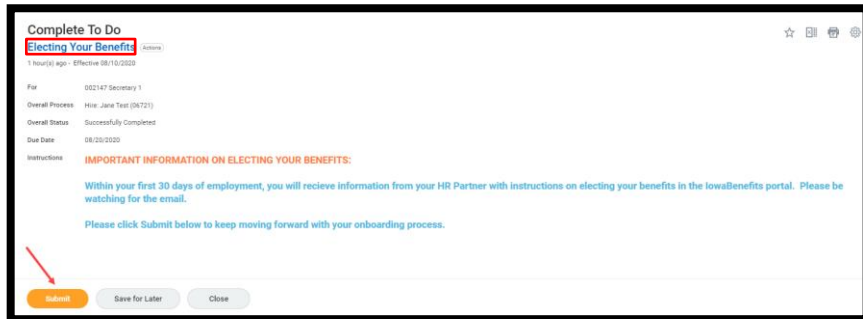
28. After you click [Submit] and [Done], if not automatically displayed on your screen, find the remaining Inbox items for reviewing documents on the left side of your screen under **Actions**. Follow the steps below to **Review and eSign State of Employee Handbook**
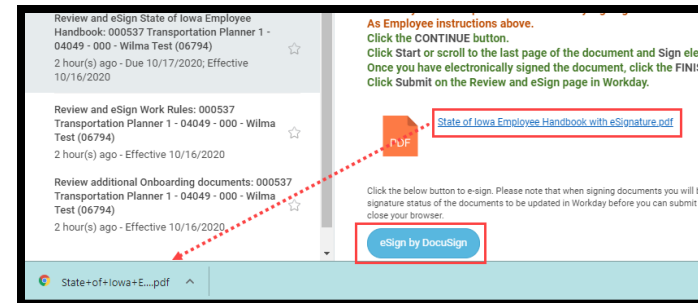
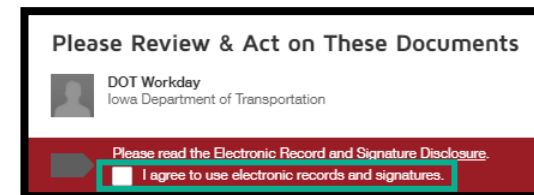**a.** Click on the **State of Iowa Employee Handbook** option under **Actions**
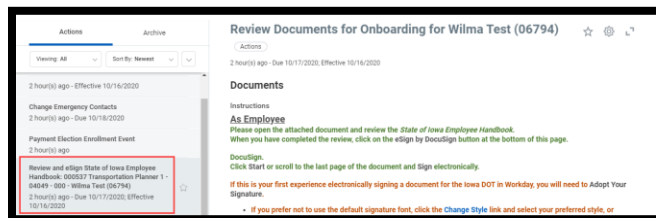
b. Click on the blue link to open the **State of Iowa Employee Handbook** and read the document

Note: The document will download. Depending upon your web browser, you may need to look at the bottom of your screen and then click the document to open
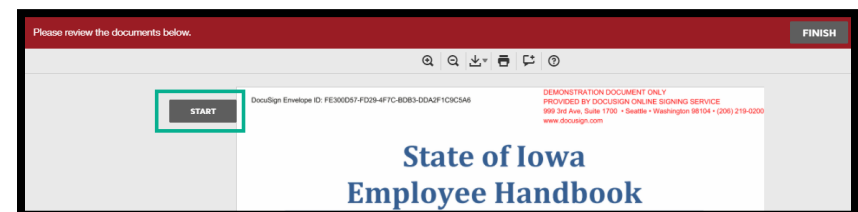

c. After you have read the document, click [eSign by DocuSign]

d. The **FIRST** time only, you need click the box – I agree to use electronic records and signatures

e. Click [CONTINUE]

f. Click Start to open the **State of Iowa Handbook**

g. Click [Sign]

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Note: Next will appear the **First** time you eSign

Note: After the first time you eSign, **Sign** will appear

h. The **FIRST** time only, you need to **Adopt Your Signature**

   i. **Select Style** – can click on **Change Style** to find other style formats

   ii. **Draw** – use your mouse to sign your name

iii. **Upload** – upload your signature from a file

iv. Once you have your signature entered, click **ADOPT AND SIGN**

i. Click **FINISH** - either at the very top or very bottom of page

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j. Click [Submit]

k. Click [Done]

29. Follow Steps 28 a – k to review and eSign the **Work Rules** document

Note: Since you have already created your signature, you will not need to complete Step d or Step h (i – iv)

30. Finally, you need to **Review Additional Onboarding Documents** (Hiring Process Questionnaire, IPERS Beneficiary Designation Form, Medical Emergency Fillable Form, Drug and Alcohol Policy – if applicable to your position). Each of these documents will have a link (in **blue**) for you to click and review. After reviewing the document, click the **I Agree** box. When all required documents have been read and the **I Agree** boxes checked, click [Submit]

31. **Congratulations! You have just finished your Onboarding form completion process!!**